



Committed to developing "Conscientious, Confident & Caring quality nursing professionals"
MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S

Smt. Bakul Tambat Institute of Nursing Education

(Affiliated to MSBNPE, MNC, MUHS & INC, NAAC Accredited) 'A' Grade



Criteria VI

Governance, Leadership and Management (2024-2025)

6.2 Strategy Development and Deployment

6.2.2 Any other: POLICY MANUAL FOR HR DEPARTMENT OF MKSSS HEAD OFFICE, PUNE ACCOUNT RELATED POLICY

Maharshi Karve Stree Shikshan Samstha
Smt Bakul Tambat Institute of Nursing Education
Karvenagar Pune 411052

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SR. NO.	NAME OF ACCOUNT RELATED POLICIES
1	Purchase policy
2	Staff salary increment policy
3	Staff advance payment policy
4	Endowment policy
5	Staff provident fund policy





Maharshi Karve Stree Shikshan Samstha,

Karvenagar, Pune - 411 052

ACCOUNTING MANUAL



Maharshi Karve Stree Shikshan Samstha
Smt Bakul Tambat Institute of Nursing Education
Karvenagar, Pune 411052

PURCHASE POLICY



1.IV.c.Purchases

- i. The unit must take LMC sanction for each and every fixed asset purchase, sale, written off & replacement of it against any other transaction
- ii. **Quotations**
 - For total purchase price above Rs.5000/-, quotations must be invited by sending quotation circular letters in which the requirements must be stated in detail.
 - The quotations must be invited from different parties rather than taking quotations from single party in different names.
 - Also the supplier should be asked to submit all the information in detail such as name, address, Tax No.s, other terms for transport, octroi & advance etc. for requirements in the circular letter only.
 - Sealed quotations should only be accepted with proper inward procedure.
 - The unit should prepare comparison chart for all the quotations with separately indicating all the terms such as cost per unit as per specification asked for, taxes applicable, transport & octroi, advance requirement etc.
 - The changes made on the quotation or comparative statement for rate or terms must be authorised by both supplier as well as the committee.
 - The decision of the purchase committee clearly indicating the reason for selecting the supplier must be stated on the comparative statement. The comparative statement must be authorised.
 - Based on this, purchase order must be issued to the supplier based on the agreed rate & terms.
 - Accordingly the LMC sanction should be taken clearly indicating the quantity, name of supplier & total amount for purchase.
- iii. **Centralised purchase**

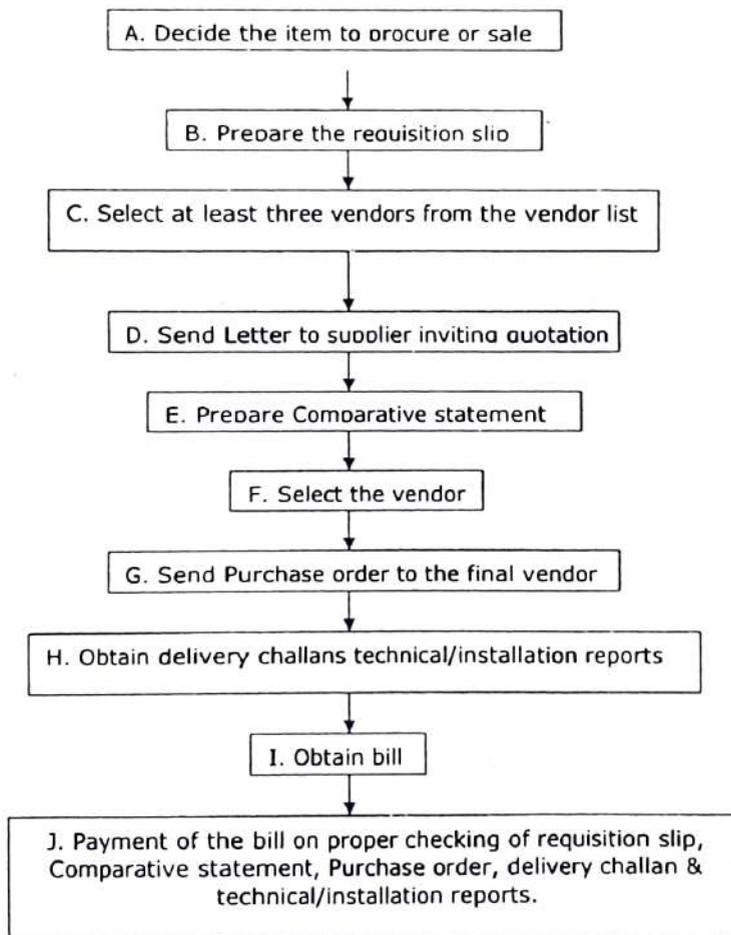
If the supplier is approved by centralised purchase committee/Samanvaya Samiti, the unit must obtain & keep on record the sanctioned copy of finalised rates & terms for checking the bill.
- iv. The bills/supporting must be checked as to quantity, rate & taxes applied before making payment. The accountant should be able to explain the amount charged by the supplier.
- v. The quantity charged in the bill (for e.g. question sets, diaries or any other electric/cleaning material purchased in bulk) must be authenticated by the person made in charge to check the quantity received by the unit for the particular type of work. For e.g. the purchase department/staff of different departments should be made responsible for checking the quantity received for the department. He will certify the quantity received as correct. Else the payment should be made as per actual quantity received.

MKSSS



I. IV. C. Purchase:-

1. Quotation procedure must be followed in case of purchase above Rs.5000/- (For grantable units, the limit should be as indicated by Z.P/University)
2. In case of Purchase of fixed assets or for purchase of any item not earlier considered in the budget, prior LMC sanction must be obtained.
3. The purchase through quotation procedure will comprise of following steps:-



2. Above steps are explained in details as below:-

A. Decide the item to procure as dead stock item or consumable item. In case of sale / buy back of any item, separate quotation procedure should be done & it should not be mixed with the new purchase. To avoid quotation procedure, the purchase or sale should not be divided in to lesser amounts.

B. Requisition slip:-

- For the item to purchase, Requisition slip should be prepared with all detailed specifications as per Annexure I. None of the items on the slip should be kept blank. In case of any technical details, sign of technical person is also required.
- Sign of HOD, Unit head/Principal is required on the requisition slip.
- If the LMC chairman/ Unit head or Principal does not sanction the purchase (reason must be mentioned on the requisition slip), the procedure will be stopped.

C. At least three suppliers should be selected from the approved list of suppliers. (will be send by HO in due course). If any new supplier is to be introduced by the unit, the quotations from these new vendors should be indicated separately to LMC. The new vendor on selection, will be required to fill Vendor form. On the approval by HO, the name of the supplier will be added in the list & will be allotted Vendor ID NO. This ID should be indicated on the letter to the vendor inviting quotation.

D. Letter inviting quotation:-

- Based on the sanctioned requisition slip, letter to suppliers for inviting quotations should be send as per Annexure II. The letters must be numbered as per no. of suppliers. The unit's copy will indicate letter numbers, respective suppliers & their ID No. The Exact requirement such as quantity, specifications due date etc should be asked for.



- Quotations in any other format or Xerox copy of invitation form will not be accepted. Only sealed envelopes should be accepted.
- If there are no more than one suppliers in the market for that particular product, such fact should be informed to HO & LMC Chairman.
- If the quotations received are less than three, letter should be sent to other parties.

E. Comparative statement:-

- The received quotations should be opened in front of the Unit head/Principal. The envelopes & even the quotations must be authorised as "Opened before me as on...(date) ...at(time)..by the head.
- Comparative statement as per Annexure III should be prepared with all details of the item including quantity, rate, other charges etc.

F. Selection of vendor:-

- Based on the lowest rates/quality /past experience the vendor should be selected. If the party approved is not of lowest rate the specific reason for selection must be mentioned on the comparative statement.
- The final sanction should be written on the comparative statement in clear terms as to quantity, & final rate inclusive of all charges such as VAT, Service Tax, installation charges, transport, octroi etc.
- Once this amount is sanctioned, any other additional charges should not be paid to the supplier even if are demanded. This fact must be made clear to the supplier during finalisation of the rate.
- The comparative statement sanction must be authorised by the LMC/Purchase committee.
- In case purchase amount exceeds Rs.1,00,000/- (One Lack Only) at least Lowest three vendors should be called for negotiation at LMC.



G. Purchase order:-

As per the specifications & terms & conditions sanctioned, purchase order should be raised on the sanctioned supplier. The PO should indicate all the details, terms & conditions, quantity, final amount inclusive of all to be paid, due date, penalty clause etc.

H. The delivery challan must be taken from the supplier & should be kept on record. The challan should have name, signs of receiver (i.e. storekeeper or any such other authorised person), technical persons. If delivery challans are not submitted any report can be attached or verification remark can be put on the bill.

I. Bills :-

- Advance should not be paid unless sanctioned on the comparative statement.
- For intermediate bill, all calculations, technical remarks etc should be attached with bill. The final bill should have technical person's remarks, installation report & sanction for payment by unit head.

J. Thus for payment of bill following documents should be verified:-

- Requisition slip
- Letter inviting outstation
- Comparative statement
- Purchase order
- Delivery Challan
- Technical reports
- Installation report.



**Maharshi Karve Stree Shikshan Samstha
Smt Bakul Tambat Institute of Nursing Education
Karvenagar, Pune 411052**

**STAFF SALARY INCREMENT
POLICY**



HR Policies

1 PURPOSE:

- 1.1 To provide guidelines for implementation of HR procedures in MKSSS and thereby implementation of QMS system established in MKSSS Enhance interested party's satisfaction by meeting their requirements

2 SCOPE:

Applicable to Non-Teaching employees working in unaided units of MKSSS

3 DESCRIPTION:

3.1	Term	Definition
3.1.1	MKS	Maharshi Karve Stree Shikshan Samstha
3.1.2	Managing Committee of MKSSS	committee formed as per the guidelines of Mumbai Public Trust Act and works as the Apex Committee of Samstha and takes all important decisions about MKSSS and its units
3.1.3	LMC	Local Managing Committee of a Unit is the committee which looks after day to day activities of the concerned unit and works for overall development of the concerned unit under the guidance of Managing Committee
3.1.4	Centralized HRD Committee	committee, which works for development of Human Resources (Unaided Non-Teaching) of MKSSS and take all the decisions related to employees services under the guidance of Managing Committee
3.1.5	Varishtha Vetan Shreni Samiti	Committee which takes decision about employee's (Aided & Un-aided) time-bound increments under the guidance of Managing Committee

3.2	Probation
3.2.1	For direct recruited employees
3.2.11	The employees joining through Direct Recruitment process (for the posts other than Peons, Junior Clerks, Lab Attendants and Lab Assistants), shall be on probation for the period of two years
3.2.12	The performance of employees on probation shall be reviewed after every quarter with the help of Performance Appraisal Forms (MKS/HO/HR/F/16-A to C) as applicable.
3.2.13	The decision about continuation/extension/confirmation/termination based of performance will be taken in respective Local Management Committees and if required will be referred to Centralized HRD
3.2.14	The salary during the probation shall be on consolidated basis. The Basic salary + Grade Pay of the respective Pay scale for respective post shall be the initial consolidated salary. e.g. For Peons Basic Rs. 4440 + Grade pay Rs.1300 = Total Rs. 5740 consolidated salary. In this way based on the designation, the consolidated salary shall be decided. If in some cases, the experienced employee, drawing more salary is to be recruited, his consolidated salary shall be decided based on his present salary drawn, and during the confirmation of his services, his salary fixation shall be done accordingly



HR Policies

3.9.2	All entries in the Service Book shall be attested by the Concerned Unit Head / Secretary wherever applicable by full signature, and the signatures of the employees, for having satisfied about the correctness of the entries, shall be obtained in the prescribed column No. 8 in the original service book
3.9.3	The original Service Book shall be the property of MKS and shall be preserved for a period of 5 years beyond the date of resignation/ retirement/ death of the employee concerned or till the finalization of Pension Case /Departmental Proceedings / Judicial Proceedings as applicable.
3.10	Increments
3.10.1	Annual Increment
3.10.1.1	All confirmed employees will be eligible for yearly increment and this will be effective from 1 st July every year. The rate of increment will be as per State Government rules of 6 th Pay Commission which is 3% of Basic + Grade Pay.
3.10.1.2	Whenever an employee is promoted to next higher scale, he will be eligible for increment as prescribed in State Government Rules of 6 th Pay Commission (3% of Basic + Grade Pay)
3.10.1.3	The other rules of eligibility for increment shall be as per State Government Rules of 6 th Pay Commission.
3.10.2	Time Bound Increment (Kalbaddha Padonnati)
3.10.2.1	This is applicable to the permanent employees working in the posts -working in Sampada Bakery - such as Skilled Workers, Junior Mistry, Senior Mistry, Junior Supervisor, Senior Supervisors, Cashier Skilled Assistants, - In Mahilashram Vasatigruh , and other Hostels - as Head Cooks, Cooks, Molkarin, Helper, Head Cook, Matrons, Senior Matrons, Case Workers, Senior Case Workers - and The other posts such as, sweepers, peons, lab attendants, lab assistants, Junior Clerks, Senior clerks, head derks, Junior Library Clerks, Junior Library Assistants and such equivalent posts, working in all unaided Higher Education units as well as other unaided units of MKS such as Mahilashram Vasatigruh, Sampada Bakery, Baya Karve Hostel, Sir Sasoon David Hostel, Mahila Nivas, Tejaswini Health Club, Pradhan Karyalaya Group, Vrudhashram, Satara, Wai, Nagpur and Ratnagiri unit's permanent staff i. e. the posts which are in promotion chain.
3.10.2.2	When an employee completes his twelve years of continuous service after the date of implementation of scale to him, in the same post, and fulfills the conditions of service as mentioned in Maharashtra Civil Services Rules 1981, he is eligible for this Time Bound Increment or Kalbaddha Padonnati.
3.10.2.3	An employee, fulfilling the conditions as above, shall apply to his Unit Head requesting for the same. This application, after proper scrutiny by concerned Local Managing Committee, a proposal shall be prepared as per the prescribed format. The proposal along with Local Managing Committee Resolution (Tharav) shall be sent to the Varishtha Vetan Shreni Samiti through Secretary. Varishtha Vetan Shreni Samiti shall study the proposal and recommend the same to Managing Committee for approval. The decision about approval/rejection shall be intimated to concerned Unit Head by Secretary. The execution of the decision shall be made by concerned Unit Heads accordingly.
3.11	Age of Retirement
3.11.1	The age of Retirement for confirmed employees working in MKSSS as Peons, Lab Attendants, Sweepers, Head Cook, Cook, Madatnis, Molkarin, Drivers cum peons (Generally classified as Class IV employees) shall be 60 years.
3.11.2	The confirmed employees working in any posts other than those mentioned above, (Generally Classified as Class III to Class I) shall retire from service on attaining the age of 58 years.



**Maharshi Karve Stree Shikshan Samstha
Smt Bakul Tambat Institute of Nursing Education
Karvenagar, Pune 411052**

STAFF ADVANCE PAYMENT POLICY



1.IV. Payment

1.IV.a.Vouchers

- The unit must prepare voucher for each & every payment.
- The vouchers must be complete in all respect such as Vh. no., date, A/c head, amount, LMC no. & date wherever applicable, supporting & clear details (especially in case of Xerox, Guest & Entertainment, Traveling & conveyance etc.)
- The voucher must be authorised by the unit head.
- Also manual vh. no. & the entry vh. no. should be the same.
- Cash & bank vouchers should be numbered & filed separately (separate for each bank). For schools number subsequently but file separately.

1.IV.b.Advances

i. Staff Advances

- The staff including HODs to which advance is to be given should submit the advance requisition slip (format no.4) to the unit head indicating the reason & amount of advance. The unit head must authorise this slip after verifying genuineness of the amount as per reason.
- The accountant only after obtaining this authorised slip should make advance.
- In case of staff advances up to Rs.500/- IOU register (format no.5) must be maintained. For advances above Rs.500/-, Entry should be made in the Books of Accounts.
- These advances must be cleared within 7 days from the date of the incurring of the expenditure. At the time of clearing of advance, the staff must submit list (signed) of expenditure along with supporting (signed) to the accountant. Accordingly the accountant should pass the entries in the IOU register/ books of accounts.

ii. Salary advances

- No Salary advances are allowed.

iii. Other advances

Unless indicated in the quotation, no advance should be given to any supplier without LMC member's permission. Also it should be paid only to the extent & for the period as indicated in the PO.



**Maharshi Karve Stree Shikshan Samstha
Smt Bakul Tambat Institute of Nursing Education
Karvenagar, Pune 411052**

ENDOWMENT POLICY





Nursing Pune <btine@maharshikarve.org>

दाननिधी सन २०१८-१९

1 message

Sharmila Joshi <sharmila.joshi@maharshikarve.org>

Sat, Nov 17, 2018 at 11:12 AM

To: Nursing Pune <btine@maharshikarve.org>, Meena Ganapathy <meena.ganapathy@maharshikarve.org>

मा . प्रमुख /मुख्याध्यापिका/मुख्याध्यापक /प्राचार्य /प्राचार्या /संचालक /संचालिका

स न वि वि

महोदय /महोदया ,

आपल्या शाखेच्या दाननिधी सन २०१८-१९ च्या देणगीदारांच्या नावांची यादी आपणास पाठवीत आहे. मागील वर्षाच्या यादीशी तुलना करून काही बदल असल्यास ४ ते ५ दिवसात मेल (mail) करून कळविणे (sharmila.joshi @maharshikarve.org) काही बदल नसल्यास रक्कमेची मागणीचे पत्र पाठवून मागणी करावी .

टीप -सन २००२-०३ ह्या वर्षीचे रु ९९९९/- पर्यंतचे देणगीदारांची नावे सन २०१८-१९ च्या यादी मधून वजा केले आहेत . सोबतच्या excel sheet मध्ये GNM , MSC ,BSC शीट्स आहेत त्या शाखेला एक प्रत द्यावी किंवा mail करावी

कळावे

शर्मिला हरीश जोशी

प्रधान कार्यालय

 **Nursing Pune.xlsx**
23K



Nursing Pune <btine@maharshikarve.org>

दाननिधी सन २०१९-२०

1 message

Sharmila Joshi <sharmila.joshi@maharshikarve.org>

Tue, Oct 15, 2019 at 4:31 PM

To: Nursing Pune <btine@maharshikarve.org>

मा . प्रमुख /मुख्याध्यापिका/मुख्याध्यापक /प्राचार्य /प्राचार्या /संचालक /संचालिका

स न वि वि

महोदय /महोदया ,

आपल्या शाखेच्या दाननिधी सन २०१९-२० च्या देणगीदारांच्या नावांची यादी आपणास पाठवीत आहे. मागील वर्षाच्या यादीशी तुलना करून काही बदल असल्यास ४ ते ५ दिवसात मेल (mail) करून कळविणे (sharmila.joshi @maharshikarve.org) काही बदल नसल्यास रक्कमेची मागणीचे पत्र पाठवून मागणी करावी .

टीप -सन २००३-०४ व २००८ -२००९ ह्या वर्षीचे रु ९९९९/- पर्यंतचे देणगीदारांची नावे सन २०१९-२० च्या यादी मधून वजा केले आहेत .

कळावे

शर्मिला जोशी
प्रधान कार्यालय

3 attachments

-  **Smt.Bakul Tambat Nursing Co (1).xlsx**
21K
-  **Smt.Bakul Tambat Nursing Colleg.xlsx**
17K
-  **Smt.Bakul Tambat Nursing Co (2).xlsx**
11K



Nursing Pune <btine@maharshikarve.org>

दाननिधी यादी सन २०२०-२०२१

4 messages

Sharmila Joshi <sharmila.joshi@maharshikarve.org>
 To: Nursing Pune <btine@maharshikarve.org>
 Cc: Meena Ganapathy <meena.ganapathy@maharshikarve.org>

Fri, Nov 6, 2020 at 11:40 AM

मा . प्रमुख /मुख्याध्यापिका/मुख्याध्यापक /प्राचार्य /प्राचार्या /संचालक /संचालिका

स न वि वि

महोदय /महोदया ,

आपल्या शाखेच्या दाननिधी सन २०२०-२०२१ च्या देणगीदारांच्या नावांची यादी आपणास पाठवीत आहे. मागील वर्षाच्या यादीशी तुलना करून काही बदल असल्यास ४ ते ५ दिवसात मेल (mail) करून कळविणे (sharmila.joshi@maharshikarve.org) काही बदल नसल्यास रक्कमेची मागणी करावी . सध्याचा परिस्थिती मध्ये वार्षिक स्नेहसंमेलन होणार नाही पण परीक्षा होणार आहेत म्हणून आपण त्यामध्ये प्राविण्य मिळविणाऱ्या विद्यार्थिनीस असलेली बक्षिसे आपण त्या मुलींच्या खात्यात जमा करू शकतो तसेच शैक्षणिक खर्चासाठी किंवा फी साठी जमा असलेली रक्कम शिल्लक फी साठी वळती करून घेऊ शकतो. अशा पद्धतीने विनियोग करून देणगीच्या विनियोगाची (मुलींची यादी) यादी स्कॅन करून प्रधान कार्यालयात (sharmila.joshi@maharshikarve.org) पाठवावी .

टीप -१. सन २००४-२००५ व २००९ -२०१० ह्या वर्षीचे रु ९९९९/- पर्यंतचे देणगीदारांची नावे सन २०२०-२०२१ च्या यादी मधून वजा केले आहेत .

२. देणगीचा विनियोग देणगीदारांना (मुलींची नावे)पत्राने कळविणे .

कळावे

शर्मिला जोशी
 प्रधान कार्यालय

3 attachments

- Smt.Bakul Tambat Nursing College, (B.Sc.).xlsx
18K
- Smt.Bakul Tambat Nursing College, (M Sc), Karvenagar.xlsx
11K
- Smt.Bakul Tambat Nursing College, (G.N.M.).xlsx
21K

Nursing Pune <btine@maharshikarve.org>
 To: Sharmila Joshi <sharmila.joshi@maharshikarve.org>

Mon, Nov 9, 2020 at 11:44 AM

Dear Madam,

Attached herewith interest amount demand letter for your reference.
 Thank you,

[Quoted text hidden]

--

Thanking you.

Maharshi Karve Stree Shikshan Samstha's
 Smt. Bakul Tambat Institute of Nursing Education
 Karvenagar, Pune 411052
 Phone no. 020-25475020 | 25477557

**Maharshi Karve Stree Shikshan Samstha's,
Smt. Bakul Tambat Institute of Nursing Education,
Karvenagar, Pune- 52.**

Donation 2018-19

To,

The Principal

Respected Madam,

Our branch donation of 2018-19 donor's list I have send you. After comparing the last year list I will mail and inform you within 4 to 5 days (sharmila.joshi@maharshikarve.org) if there is no any changes send the amount receipt letter.

Note:-2002-03 in this year Rs. 9999/- till now donor's name 2018-19 year we have removed from the list.

Within the excel sheet we have sheets of GNM, M.Sc, B.Sc.

You send the receipt or mail of it.

Do the needful

Thanking you

Sharmila Harish Joshi

Pradhan Karyalay.

sd/



**Maharshi Karve Stree Shikshan Samstha's,
Smt. Bakul Tambat Institute of Nursing Education,
Karvenagar, Pune- 52.**

Donation year of 2019-20

To,

The Principal

Respected madam,

Our branch donation of 2019-20 donors' list I have sent you. After comparing the last year list I will mail and inform you within 4 to 5 days (sharmila.joshi@maharshikarve.org) if there is no any changes send the amount receipt letter.

Note:-2003-04 & 2008-09 in this year Rs. 9999/- till now donor's name 2019-20 year we have removed from the list.

Do the needful

Thanking you

Sharmila Harish Joshi

Pradhan Karyalay.

sd/



**Maharshi Karve Stree Shikshan Samstha's,
Smt. Bakul Tambat Institute of Nursing Education,
Karvenagar, Pune- 52.**

Donation year of 2020-21

To,

The Principal

Respected madam,

Our branch donation of 2020-21 donors' list I have sent you. After comparing the last year list I will mail and inform you within 4 to 5 days (sharmila.joshi@maharshikarve.org) if there is no any changes send the amount receipt letter. Due to this situation we are unable to conduct annual programme but the exams will conducted. So the rank holder students prize you can deposit amount in their account. If there is any fee amount remaining to pay you can also convert the amount in that. In this way appropriation can be done. Donor's appropriation (students list) scanned list send it to Pradhan karyalay.

Note:-1) 2004-05 & 2009-10 in this year Rs. 9999/- till now donor's name 2020-21 year we have removed from the list.

2) Donor appropriate donated amount should be informed through letter.

Do the needful

Thanking you

Sharmila Harish Joshi

Pradhan Karyalay.



sd/

- 'Unutilised Specific Donation Non recurring' under group of Current Liability – At the year end, the balance remaining unutilised out of non recurring specific donation should be transferred to this account to be carried forward in the next years till utilised. Entry to be passed:

For Transfer of balance:

Specific Donation Non Recurring A/c Dr.
To Unutilised Specific Donation Non Recurring A/c

For utilization in subsequent years:

Fixed Asset/ Library Books A/c Dr.
To Unutilised Specific Donation Non Recurring A/c

- The unutilised balance must be utilised before utilising new donation received.
- If the unit is capitalising 'Library Books A/c' then the donation for/of books will be treated as non recurring & if the library books are treated as expenditure then it will be treated as recurring.
- The unit must on monthly basis verify balance in Specific Donation A/c with HO. Accordingly entries should be passed in case of balance differences. At the year end the unit must obtain yearly Statement of Specific Donation A/c from HO.
- The unit must keep a separate record for how the amount is utilised out of donation received where the unit receives specific donation frequently. (format no. 3)

1.III.c. Interest on Endowment / Dana Nidhi:

- The amounts received from HO as interest on endowment should be accounted separately as 'Interest on Endowment A/c'.
- The unit should submit to HO the list with name of students with amount to be allotted to each student & get it authorised by HO. The Interest on endowment payment voucher with signatures for each student should tally with this list.
- If any name to be cancelled or changed subsequently it should be informed to HO before making such payment.
- At the year end if any balance remaining unpaid should again be paid back to HO.

1.III.d. Transactions with HO & other units

- The unit must on monthly basis verify balance in MKSSS A/c (& any other MKSSS Unit's balance wherever applicable) with HO (& other unit). Accordingly entries should be passed in case of balance differences.
- Actually on general level inter unit transactions are not allowed. For e.g. Inter unit transaction of School & Kalyan Nidhi is also not allowed.

MKSSS



**Maharshi Karve Stree Shikshan Samstha
Smt Bakul Tambat Institute of Nursing Education
Karvenagar, Pune 411052**

STAFF PROVIDENT FUND POLICY



महर्षी कर्वे स्त्री शिक्षण संस्था, कर्वेनगर, पुणे

संस्थेतील विना अनुदानित तत्वावरील कार्यरत शिक्षक व शिक्षकेतर कर्मचा-यांच्या प्रॉव्हीडंट फंड कायद्यातील तरतूदीबाबत स्पष्टीकरण

व्यवस्थापक मंडळ सभा दि. २२ मार्च २०१९

जा. क्र.

दि. २५ मार्च २०१९

संदर्भ - संस्थेत विना अनुदानित तत्वावरील कार्यरत शिक्षक व शिक्षकेतर कर्मचा-यांना प्रॉव्हीडंट फंड कायदा लागू करणेबाबत पी एफ चे क्षेत्रीय कार्यालय गोळीबार मैदान, पुणे येथील कार्यालयातून या बाबत आलेले पत्र तसेच एम्प्लॉईज प्रॉव्हीडंट फंड स्कीम 1952 पॅरा 2(f) (i) आणि (ii) व सब पॅराग्राफ (1) ऑफ पॅरा 69 मधील तरतूदीस अनुसरून 'एक्स्लूडेड एम्प्लॉई' या संकल्पनेबाबत त्या कार्यालयातील सहाय्यक आयुक्त श्री अतूल कोतकर यांचेसमवेत झालेली प्रत्यक्ष चर्चा

पार्श्वभूमी - संस्थेत एम्प्लॉईज प्रॉव्हीडंट फंड अँड मिसलेनियस प्रोव्हीजन्स अॅक्ट १९५२, नुसार सध्या कार्यरत कर्मचा-यांना ज्यांचे मासिक वेतन रु. १५०००/- पर्यंत आहे त्यांना पीएफ लागू करण्यात येतो. तसेच ज्या कर्मचा-यांचे मासिक वेतन रु. १५०००/- पेक्षा अधिक आहे अशा कर्मचा-यांमधील ज्या कर्मचा-यांना संस्थेत रुजू होण्यापूर्वी, त्यांच्या पूर्वीच्या आस्थापनांमधून पीएफ लागू केला आहे, व ज्यांनी सदर पीएफ ची रक्कम काढून घेतली नाही, अशा कर्मचा-यांना पीएफ लागू करण्यात येत आहे. या बाबत पीएफ कायद्यातील तरतूदीबाबत अधिक स्पष्टता आणण्याच्या उद्देशाने स्पष्टीकरण करणे विचाराधीन होते.

संस्थेच्या व्यवस्थापक मंडळाच्या दि. २२ मार्च २०१९ मध्ये झालेल्या चर्चेस अनुसरून या बाबत खालील प्रमाणे स्पष्टीकरण करण्यात येत आहे.

१) एम्प्लॉईज प्रॉव्हीडंट फंड स्कीम 1952 पॅरा 2(f) (i) आणि (ii) व सब पॅराग्राफ (1) ऑफ पॅरा 69 मधील तरतूदीनुसार कर्मचा-यांना प्रॉव्हीडंट फंड चे डिडक्शन लागू करणे कायदानुसार बंधनकारक राहिल ते खालील प्रमाणे -

अ) ज्या कर्मचा-यांचे मासिक वेतन रु. १५०००/- पर्यंत आहे अशा सर्व कर्मचा-यांना पीएफ लागू करावा.

ब) ज्या कर्मचा-यांचे मासिक उत्पन्न रु. १५०००/- पेक्षा अधिक आहे परंतु ज्यांना संस्थेत रुजू होण्या पूर्वीच्या आस्थापनांमध्ये पीएफ लागू होता (जरी त्या कर्मचा-यांनी पूर्वीची पीएफ ची रक्कम काढून घेतली असेल तरीही) व ज्यांचे वय वर्षे ५५ पर्यंत आहे अशा सर्व कर्मचा-यांना पीएफ लागू करण्यात येईल.

क) ज्या कर्मचा-यांचे मासिक वेतन रु. १५०००/- पेक्षा अधिक आहे व ज्यांना संस्थेत रुजू होण्यापूर्वी पूर्वीच्या आस्थापनांमध्ये पीएफ लागू नव्हता असे कर्मचारी पीएफ कायदानुसार एक्स्लूडेड एम्प्लॉई म्हणून संबोधले जातील व त्यांना पीएफ चे डिडक्शन लागू होणार नाही.



ड) संस्थेच्या सेवेत नव्याने नियुक्त होणा-या कर्मचा-याचे वय ५५ पेक्षा अधिक आहे, (त्यांना त्यांच्या पूर्वीच्या आस्थापनांमध्ये पीएफ लागू असेल तरीही) असे कर्मचारी पीएफ कायदानुसार एक्सलूडेड एम्प्लॉई म्हणून संबोधले जातील व त्यांना पीएफ चे डिडक्शन लागू होणार नाही.

२) या बाबत अधिक पारदर्शकता आणण्याच्या उद्देशाने दि. ०१.०४.२०१९ नंतर नियुक्त करण्यात येणा-या कर्मचा-यांच्या नियुक्ती आदेशात खालील बाबींचा समावेश राहिल (फक्त इंग्रजी मध्ये उल्लेख केलेल्या मुद्याचा समावेश करावा).

अ) ज्या कर्मचा-यांचे मासिक वेतन रु. १५,०००/- पेक्षा कमी आहे त्या कर्मचा-यांच्या नियुक्ती आदेशात,

"The rules mentioned under The Employee's Provident Fund and Miscellaneous Provisions Act 1952 and The Employee's Provident Funds Scheme, 1952 will be applicable to you. You shall fill up Form No. 11 immediately after joining."

या मुद्याचा समावेश करावा.

(वरील मुद्याचे मराठीत भाषांतर - एम्प्लॉईज प्रॉव्हिडंट फंड अँड मिसलेनियस प्रोव्हिजन्स अॅक्ट १९५२ आणि एम्प्लॉईज प्रॉव्हिडंट फंड स्कीम १९५२ मधील तरतूदी आपणास लागू रहातील. आपण आपल्या नियुक्ती नंतर फॉर्म नं ११ तातडीने भरावा).

ब) ज्या कर्मचा-यांचे मासिक वेतन रु. १५००० पेक्षा अधिक आहे अशा कर्मचा-यांच्या नियुक्ती आदेशात,

"The rules mentioned under Provident Fund Act 1952 and Employees Provident Fund Scheme 1952 will be applicable to you, provided, you are previously covered under EPF Act by your previous employer, and your age is up to 55 years. You shall submit the necessary proofs about PF membership such as PF Slip or UAN Number immediately after joining. If you are not covered under rules of EPF Act by your previous employer, you shall be treated as excluded employee as per Section 2(f) of The Employee's Provident Fund Scheme 1952. You shall fill up the Form No. 11 immediately after joining accordingly."

या मुद्याचा समावेश करावा

(वरील मुद्याचे मराठीत भाषांतर - आपणास या पूर्वीच्या आस्थापनामध्ये प्रॉव्हिडंट फंड लागू असल्यास व आपले वय ५५ वर्ष पर्यंत असल्यास आपणास एम्प्लॉईज प्रॉव्हिडंट फंड अँड मिसलेनियस प्रोव्हिजन्स अॅक्ट १९५२ आणि एम्प्लॉईज प्रॉव्हिडंट फंड स्कीम १९५२ मधील तरतूदी लागू रहातील. आपण रुजू होताना या बाबत चे आवश्यक पुरावे म्हणजेच पीएफ नंबर किंवा यूएन नंबर तातडीने सादर करावे. आपणास या पूर्वीच्या आस्थापनामध्ये पीएफ लागू नसल्यास एम्प्लॉईज प्रॉव्हिडंट फंड स्कीम १९५२ मधील सेक्शन २(१) मध्ये नमूद केल्यानुसार एक्सलूडेड एम्प्लॉई असे संबोधण्यात येईल. आपण रुजू होताच तातडीने फॉर्म नं ११ मध्ये त्या नुसार आवश्यक ती माहिती भरावी.

सचिव



Clarification regarding the provisions of the Provident Fund Act for teachers and non-teaching staff working on non-subsidized basis in the organization.

Board of Directors March 22, 2019

References: - PF's field regarding implementation of Provident Fund Act for teachers and non-teaching staff working on non-subsidized basis in the institute. A letter from the Office of the Commissioner at Golibar Maidan, Pune regarding the concept of Employees Provident Fund Scheme 1952 in accordance with the provisions of para 2 (f) (i) and (ii) and sub paragraph (1) of para 69. Shri Atul Kotkar's direct discussion with him

Background: - As per the Employees Provident Fund and Miscellaneous Provisions Act, 1952, the employees currently working in the organization whose monthly salary is Rs. Up to 15,000 PF is applied to them Also, PF is being applied to employees whose monthly salary is more than Rs. An explanation was under consideration for the purpose of bringing more clarity to the provisions of the PF Act

Following the discussion held on 22nd March 2019, the following explanation is being given in this regard

1) As per the provisions of para 2 (f) (i) and (ii) and sub paragraph (1) of para 69 of the Employees Provident Fund Scheme 1952, it will be mandatory for the employees to apply the deduction of provident fund as follows.

A) Employees whose monthly salary is Rs. 15000 should be applied for PF

B) Employees whose monthly income is Rs. Over 15,000 but PF will be applicable to all employees who have PF in the establishment prior to joining the organization (even if those employees have withdrawn the previous PF amount) and who are up to 55 years of age.

C) The monthly salary of the employees more than Rs. 15,000 . And employees who did not apply for PF in previous establishments before joining the organization will be treated as excluded Employees under PF Act and will not be subject to PF deduction.

D) Newly recruited employees in the service of the organization who are above 55 years of age (even if PF is applicable in their previous establishments) such employees will be deemed as excluded Employees under PF Act and will not be subject to PF deduction.

2) For the purpose of bringing more transparency in this regard. The following matters will be included in the appointment order of the employees to be appointed after 01.04.2019(Only the point mentioned in English should be included).

A) Employees whose monthly salary is Rs. Less than 15,000 In the appointment order of those employees,

“ The rules mentioned under The Employee’s Provident Fund and Miscellaneous Provisions Act 1952 and The Employees Provident Funds Scheme , 1952 will be applicable to you . you shall fill up form no 11 immediately after joining ”

This point should be included

“The rules mentioned under Provident Fund Act 1952 and Employees Provident Fund Scheme 1952 will be applicable to you , provided, you are previously covered under EPF act by your previous employer , and your age is up to 55 years . You shall submit the necessary proofs about PF membership such as PF Slip or UAN Number immediately after joining. If you are not covered under rules of EPF Act by your previous employer , you shall be treated as excluded employee as per Section 2(f) of The Employee’s Provident Fund Scheme 1952 . You shall fill up Form No. 11 immediately after joining accordingly .”

This point should be included

sd/



**Maharshi Karve Stree Shikshan Samstha
Smt Bakul Tambat Institute of Nursing Education
Karvenagar, Pune 411052**



**POLICY MANUAL FOR HR DEPARTMENT OF
MKSSS HEAD OFFICE, PUNE**



**Maharshi Karve Stree Shikshan Samstha
Smt Bakul Tambat Institute of Nursing Education
Karvenagar Pune 411052**

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SR. NO.	ADMINISTRATIVE POLICIES
1	Staff confirmation policy
2	Staff resignation and termination policy
3	Staff attendance & salary policy
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HR Policies

1 PURPOSE:

- 1.1 To provide guidelines for implementation of HR procedures in MKSSS and thereby implementation of QMS system established in MKSSS Enhance interested party's satisfaction by meeting their requirements

2 SCOPE:

Applicable to Non-Teaching employees working in unaided units of MKSSS

3 DESCRIPTION:

3.1	Term	Definition
3.1.1	MKS	Maharshi Karve Stree Shikshan Samstha
3.1.2	Managing Committee of MKSSS	committee formed as per the guidelines of Mumbai Public Trust Act and works as the Apex Committee of Samstha and takes all important decisions about MKSSS and its units
3.1.3	LMC	Local Managing Committee of a Unit is the committee which looks after day to day activities of the concerned unit and works for overall development of the concerned unit under the guidance of Managing Committee
3.1.4	Centralized HRD Committee	committee, which works for development of Human Resources (Unaided Non-Teaching) of MKSSS and take all the decisions related to employees services under the guidance of Managing Committee
3.1.5	Varishtha Vetan Shreni Samiti	Committee which takes decision about employee's (Aided & Un-aided) time-bound increments under the guidance of Managing Committee

3.2	Probation
3.2.1	For direct recruited employees
3.2.11	The employees joining through Direct Recruitment process (for the posts other than Peons, Junior Clerks, Lab Attendants and Lab Assistants), shall be on probation for the period of two years
3.2.12	The performance of employees on probation shall be reviewed after every quarter with the help of Performance Appraisal Forms (MKS/HO/HR/F/16-A to C) as applicable.
3.2.13	The decision about continuation/extension/confirmation/termination based of performance will be taken in respective Local Management Committees and if required will be referred to Centralized HRD
3.2.14	The salary during the probation shall be on consolidated basis. The Basic salary + Grade Pay of the respective Pay scale for respective post shall be the initial consolidated salary. e.g. For Peons Basic Rs. 4440 + Grade pay Rs.1300 = Total Rs. 5740 consolidated salary. In this way based on the designation, the consolidated salary shall be decided. If in some cases, the experienced employee, drawing more salary is to be recruited, his consolidated salary shall be decided based on his present salary drawn, and during the confirmation of his services, his salary fixation shall be done accordingly



HR Policies

3.2.15	The matrons recruited in Hostels shall be paid consolidated salary of Rs. 10000/- for two years. After successful completion of probation, they shall be confirmed in Samstha's services and the scale will be applicable as mentioned in the 'Salary' part of this manual.
3.2.16	The employees on probation shall be eligible for 8 days casual leave per year. The entitlement of such leaves shall be proportionate to number of days worked. The Samstha's standard procedure of Leave as mentioned in this Manual in 'Leaves' chapter shall be followed for the same.
3.2.17	The probation period shall be automatically extended, by the number of days equal to the days of Un paid leaves availed during the period of probation except the casual leaves.
3.2.18	The services of probationer can be terminated by giving one month notice from either side
3.3	For employees (Class iv employees like Peons and Lab Attendants who are confirmed) recruited through internal selection process (Employees selected from within other units of Samstha)
3.3.1	The employees recruited by this procedure will be on probation for one year
3.3.2	The performance of such employees shall be monitored after every quarter through Performance Appraisal Form (MKS/HO/HR/F/16-A to C) as applicable
3.3.3	The salary drawn of previous post of such employees shall remain unchanged for one year. After successful completion of probation period, he / she will be eligible for the salary of the post appointed for. He / she will be paid the arrears of the salary after successful completion of probation period.
3.3.4	If the performance of employee during the probation period is not found satisfactory, he / she will be re-designated to his / her previous post. In this case, such employee will be placed at vacant post in any of the units. If the post is not vacant, then it will be created by way of termination of recently joined contract employee.
3.3.5	The salary related terms and conditions as above shall be mentioned accordingly in Appointment Order (MKS/HO/HR/F/10-A to G) as applicable of respective employee
3.4	Absorption in samstha's services
3.4.1	The employees recruited as Peons, Junior Clerks, Lab Attendants, Lab Assistants, Store-Keeper cum Junior Clerk, Receptionist cum Telephone Operator -after 1 st September 2012, shall be employed through contractor. Their salary details shall be as mentioned in 'Salary'
3.4.2	The decision about absorption of employees in Samstha's services, recruited on any other positions by Samstha other than the posts mentioned above, shall be taken by Centralized HRD Committee
3.5	Confirmation
3.5.1	Unit Heads - In case of Unit Heads, the review of performance of concerned employee will be taken in presence of concerned Local Managing Committee Chairman and the designated Centralized HRD Committee members through Employee Appraisal form (MKS/HO/HR/F/16-A to C) as applicable and accordingly it will be recommended by Centralized HRD Committee to Managing Committee. After approval of Managing Committee, the Confirmation Order will be issued to concerned. (MKS/HO/HR/F/17-A to B) as applicable.
3.5.2	Other Regular Employees – Based on the quarterly Performance Appraisal Report (MKS/HO/HR/F/16-A to C) as applicable, the decision of confirmation will be taken in concerned Local Managing Committee Meetings and if required, in Centralized HRD meeting.
3.5.3	The Confirmation Orders shall be issued (MKS/HO/HR/F/17-A to B) as applicable, accordingly by mentioning the Basic salary, Scale and Grade Pay in the same.



HR Policies

3.6	Resignation & notice period
3.6.1	The confirmed employees of Samstha shall serve three months of notice period from the date of resignation letter. The concerned employee will be officially relieved from the service only after completion of three months' notice period. The concerned LMC Chairman shall have the powers to accept a shorter notice on the condition that the salary for the period for which the notice falls short of three months shall be recovered from the concerned employee. No employee shall be given relieving letter and Experience Certificate until he / she fulfills the conditions as mentioned above.
3.6.2	An employee who is on probation shall serve one month's notice period from the date of resignation. If he is not in a position to complete his one month's notice period, the concerned LMC Chairman shall have the powers to accept a shorter notice on the condition that the salary for the period for which the notice falls short of one month shall be recovered from the concerned employee.
3.6.3	No employee shall be given relieving letter and Experience Certificate until he / she fulfills the conditions as mentioned above.
3.7	Termination
3.7.1	The Chairman / Secretary, may terminate the services of the Confirmed employee by issuing a written notice (MKS/HO/HR/F/19) of three months. When it is not possible to give such a notice of three months, the pay and allowances of the employee for the period of three months shall be paid to employee by MKS in lieu of such notice.
3.7.2	In case of an employee who is on probation, his services may be terminated by issuing a written notice of one month (MKS/HO/HR/F/19). Where it is not possible to give such notice, the consolidated pay of one month shall be paid to employee in lieu of such notice.
3.8	Abolition of post
3.8.1	In the event of abolition of a post in cadre, the Managing Committee shall, as far as possible, try to accommodate the employee in any post in any other cadre without affecting his basic pay.
3.8.2	If no such equivalent post is available and the employee is willing to accept any other lower post in any other cadre that may be available, the Managing Committee shall have powers to appoint him at such lower post without affecting his basic salary
3.8.3	If the basic pay of the employee is higher than the maximum of the scale of such lower post, his pay may be fixed to the maximum pay attached to the lower post
3.9	Service records
3.9.1	The record of service of confirmed employees of MKSSS shall be kept in the form of Service Book prescribed for the Government employees. The Service Books shall be kept in duplicate
3.9.2	The procedure for writing the events and recording the Date of Birth in Service Book, as prescribed under Rule 38 of the Maharashtra Civil Services (General Conditions of Services) Rules, 1981 shall be followed.
3.9.3	All events in the service life of the employee such as his Bio-data, appointments, post occupied, pay-scale, pay drawn and pay verification done from time to time, increments, promotions, rewards, punishments, leave enjoyed leading up to the final retirement shall be recorded in the Service Books. Leave account of the employees shall also be kept in their Service Books
3.9.1	At the end of every year the service of the employee shall be verified with reference to the records such as muster rolls, pay bills, etc. and a certificate of verification shall be recorded in Service Book.



VII. Attendance, leave & Salary record

- The unit must keep attendance register for each and every staff including permanent, temporary, gardener, cleaning worker etc.
- The unit must obtain application for all types of leaves from each & every staff except gardener, cleaning worker etc if provided by contractor.
- The unit heads should submit the leave application to HO.
- In case of contract labors, their attendance should be informed to 'Vastuvyavashtha Department' of HO on monthly basis.
- The leave applications must be complete in all respect.
- It must be authorised by the unit head.
- The authorised person should mark leaves as 'L' on the Attendance register at the end of the day itself.
- If the staff has gone out for office work the person should mark 'OD' (On Duty).
- The Compensatory Offs should be sanctioned for extra duty for more than 4 hours only. The unit head is not allowed Compensatory Off.
- Below 7 hours of extra work half day should be granted and for 7 hours and above full day comp off should be given.
- Extra payment should not be made against extra duties. But the staff should be given 'Compensatory Offs' against the same.
- In case of compensatory offs taken by staff, such application must be submitted by the staff to the unit head that should authorise the same.
- In the attendance register, the authorised person should make noting as 'COff' against the day of actual off with date against which such off has been taken. Also the date of COff should also be marked against the date of extra duty.
- The leave record should be kept for each & every staff (excluding contract laborers) in case of each & every leave including casual.
- It should indicate opening balance of leave available, leave taken during the month, total leaves taken, Closing balance of leave available.
- No leave & COff is allowed to gardener, cleaning worker etc. employed by the unit on daily wages. While making monthly payments recovery against the absent days should be made.
- In total 8 casual leaves (for Application Format No. 6) are allowed to staff (except teaching staff to whom yearly 12 days CL is allowed). Also balance of CLs & Comp Offs should not be carried forward to next year.
- In total Earned Leave of 30 days per year is allowed to Permanent Staff only.
- For each E.L, LMC sanction must be taken by proper procedure.
- At the end of the service, maximum encashment of 300 days is only allowed. If resigned before service term then half of total balance leave will only be encashed. It should be calculated on the basis of last month's salary scale.
- Calculation for E.L encashment:
(Basic + D.P. + D.A.) / 30 days X 300 Days or Balance days of leave
- In total medical leave of 20 days Half pay (10 days full pay) per year is allowed to permanent staff only.



- For each medical leave medical certificate must be provided along with leave application. LMC sanction must be taken for each Medical leave.
- For Allowances, refer Format No. 13.
- There is no accumulation limit for medical leave.
- Gratuity is payable only after completion of 5 years of service.
- While giving increment to staff on consolidated/ temporary basis, the increment should be extended with leaves without pay taken by the staff.
- While giving increment to permanent staff, the staff must be present on the first day of the increment date. Else the increment date has to be extended for that year only.
- Calculation of Gratuity: As per last month's scale
(Basic + D.P. + D.A.) / 26 days X 15 days X Service Years

VIII. Registers

- Dead stock Register
Each & Every Fixed asset purchased must be entered in the Dead Stock Register.
- Semi Consumable register
The unit must maintain semi consumable register (format no. 7) for items kept in stock other than fixed assets such as electric material, stationary, cleaning material, crockery, utensils, Sataranjees, linen such as bed sheets, table cloth, pillow covers etc.

IX. Receipt & Payment Statement

- The accountant must prepare monthly Receipt & Payment statement in excel with columns of 'Total up to last month' & 'Figures for current month'.
- The RP (Format No. 8) should be prepared strictly as per the format provided.
- No new Account head should be opened without consultation with HO.
- The six monthly i.e. September & March ended RP statements must be submitted to HO Accounts Dept. within 15 days of the next month.

X. Budget

- Budget Accounts & Ledger Account heads should be same for basis of comparison.
- Where Tally Accounts are kept, the Unit must feed budget on Tally.



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3.11.3	An employee shall retire from service on the last day of the month (after working hours) in which he/she attains the respective age of 60/58 years as applicable, and as amended from time to time in relevant rules on the lines of State Government employees.
3.12	Reappointment after retirement
3.12.1	The person retired from service shall not be reappointed unless & until concerned Local Managing Committee, Centralized HRD Committee and The Managing Committee feels it essential.
3.12.2	The employee appointed in this way, shall be appointed on consolidated salary as decided by the Managing Committee.
3.12.2	The term of appointment will be initially from 1 year and may be extended up to two years as per need of particular unit. The concerned employee shall produce his fitness certificate within one month of his such appointment.
3.12.3	The decision about further continuation of services of these employees shall be taken by concerned Local Managing Committees and shall be approved by Centralized HRD Committee. Their services shall be continued with rise in their previous consolidated salary as per decision taken by Centralized HRD Committee.
3.12.4	The upper age limit for such reappointment shall be 65 years.
3.13	Physical fitness
3.13.1	Every person to be appointed in MKS Rolls for any post shall undergo a medical check up either by Samstha's Resident Medical Officer or a Registered Medical Practitioner and produce his certificate of physical fitness within three months from his date of joining. His / her continuation of appointment shall be subject to his/her medical fitness. The rules and procedures for medical examination of candidate as to their physical fitness provided in appendix III to Maharashtra Civil Services (General conditions of services) Rules 1981 will be applicable.
3.13.2	The fees if any charged by the Medical authority for the medical check-up of the employee shall be borne by the concerned employee himself.
3.14	Leave Rules
3.14.1	Earned Leaves
3.14.11	The confirmed employees are eligible to avail these leaves.
3.14.12	30 days Earned Leave is credited to the account of employee for every completed year of service (Calendar year).-First 15 leaves on 30 th June and remaining 15 leaves on 31 st December.
3.14.13	Employees shall get Earned leave sanctioned from their superiors minimum 7 days in advance.
3.14.14	The accumulation limit for these Earn leaves is 300. Any leave above 300 will be lapsed.
3.14.15	The encashment of these Earn leaves is done at the time of separation (due to retirement or resignation).
3.14.16	The employees, who are retired from the services due to age, will be eligible to get the encashment of their balance Earned Leave maximum up to 300 leaves.
3.14.17	The employees, who are separated from service due to resignation, will be eligible to get the encashment of 50% of their balance Earned Leaves maximum up to 75 leaves.
3.14.2	Sick Leave (Half-pay Leave)
3.14.21	All confirmed employees are eligible to avail these leaves
3.14.22	20 days Medical Leave (Half-Pay leave) for the completed year (calendar year) of service is credited to the account of employee on 31 st December.



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3.14.23	This type of leave will be granted on the basis of medical certificate from the Registered Medical Practitioner. If the employee avails two or more days of Medical Leaves, he should submit the certificate of illness during the leave period and also the fitness certificate before rejoining the duties.
3.14.24	There is no limit of accumulation for such types of leaves.
3.14.3	Maternity Leave
3.14.31	The female employees working on the rolls of MKS who have completed one year of service are eligible to avail such types of leaves.
3.14.32	The employees who are confirmed in Samstha's services are eligible to avail 180 days of such leave.
3.14.33	The employees who have completed 1 year of service but who are not confirmed in service will be eligible to avail 90 days of Maternity Leave
3.14.34	These leaves will be availed maximum up to two times in entire career i. e. up to first two occasions of delivery.
3.14.35	The confirmed employees who wish to adopt a baby will also be eligible to avail 180 days of such leaves. Such employees shall produce all the related documents, legal agreement etc. These leaves shall be applicable from the date of implementation of Registered Agreement.
3.14.4	Casual Leave
3.14.41	All employees appointed on rolls of MKS are eligible to avail such type of leave
3.14.42	8 days of casual leaves are granted for a calendar year.
3.14.43	These leaves can be availed as per the proportionate service period of that year.
3.14.44	These leaves cannot be combined with any other kind of leave. However it can be combined with Holidays or Sundays. Holidays or Sundays falling within the period of Casual Leaves shall not be counted as Casual Leave.
3.14.5	Compensatory off
3.14.51	Based on work exigencies, employee may be expected to work over and above their scheduled working hours or on a holiday. Compensatory off will be provided for such employees.
3.14.52	Non-Teaching employees below the level of Heads will be eligible for availing compensatory off.
3.14.53	Employees doing extra work of minimum 4 Hours over and above their scheduled working hours will be eligible for Half Day Compensatory Off.
3.14.54	Employees doing extra work of minimum 6 Hours over and above the scheduled working hours will be eligible for Full Day Compensatory Off.
3.14.55	The decision of converting extra work done in to generation of compensatory off in each case will be taken by concerned Head.
3.14.56	The extra work done within the Office / Samstha premises will be strictly on the basis of bio-metric record of concerned employee.
3.14.57	Compensatory offs will be sanctioned only on the basis of extra work done and will not be given in advance.
3.14.58	Compensatory Off cannot be clubbed with any other leave.
3.14.59	A compensatory-Off generated till the month of October shall be availed before 31 st December. Compensatory Offs generated in November and December can be availed up to the month of March of following year. Balance Compensatory Off of previous year will be lapsed after the month



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	of March of following year.
3.14.60	Maximum 3 number of Compensatory Off can be availed at a time.
3.14.61	Any Compensatory Off generated will be properly recorded immediately. This record will be verified by Head of the unit prior to its approval.
3.14.62	To make proper work planning, concerned employee availing compensatory off shall take prior approval from his immediate superior in writing.
3.14.63	The employees who work extra for exams of other Institutions on a non-working day, for which the remuneration is paid to employees by respective institutions, will not be eligible for Compensatory Off for such extra work.
3.14.32	The employees who are confirmed in Samstha's services are eligible to avail 180 days of such leave.
3.14.33	The employees who have completed 1 year of service but who are not confirmed in service will be eligible to avail 90 days of Maternity Leave
3.14.34	These leaves will be availed maximum up to two times in entire career i. e. up to first two occasions of delivery.
3.14.35	The confirmed employees who wish to adopt a baby will also be eligible to avail 180 days of such leaves. Such employees shall produce all the related documents, legal agreement etc. These leaves shall be applicable from the date of implementation of Registered Agreement.

